

Scanning Unit Judge Job Guide

Pre-Election	Action
	<p>Setting up the Scanning Unit(s)</p> <ol style="list-style-type: none"> 1. Remove the Scanning Unit(s) from the Transfer Cart(s). Three judges should work together to safely remove the Scanning Unit. 2. Roll the Scanning Unit to the location shown on the polling place diagram provided to the Chief Judges. 3. Engage both parking brakes on the Scanning Unit by stepping on the metal tabs. Caution – the metal tabs are sharp. 4. Confirm that the shipping label on the back of the Scanning Unit shows the correct polling place. 5. A Chief Judge will unlock the power cord compartment door on the back of the Scanning Unit. 6. Unwrap the power cord with the grey surge protector attached and plug the cord into an electrical outlet. 7. Ensure that both lights on the surge protector (red and green) are lit. 8. Leave the power cord compartment door open. 9. STOP; do not open the unit until Tuesday morning.
Election Day	Both Chief Judges will complete the opening of the Scanning Unit(s) Tuesday morning. Scanning Unit Judge(s) may be asked to assist.
	Note: A voting judge must be stationed at the Scanning Unit at all times. The voting judge must not leave the Scanning Unit until replaced with another voting judge by the chief judges.
	1. Greet the voter and ask “Are you ready to vote?”
	2. If the voter answers “Yes” ask the voter for the Voter Authority Card. If the voter answers “No” direct them to a Voting Judge for help.
	3. The voter must present their VAC to be eligible to cast a ballot. If the voter does not have the VAC, alert a Voting Judge or Chief Judge.
	4. Review the Voter Authority Card to ensure that it has been signed by the voter and properly initialed by other election judges.
	5. Ensure that the VAC is not a Provisional VAC, either from the pollbook or an orange hand-written VAC.
	6. Hold onto the VAC until the voter casts the ballot and it is accepted by the Scanning Unit.
	<p>7. Stand to the side of the Scanning Unit to ensure voter privacy.</p> <p>8. Instruct the voter to insert their ballot into the Ballot Scanner.</p> <ul style="list-style-type: none"> ➤ DO NOT fold the ballot or insert the privacy sleeve or other items into the Ballot Scanner. ➤ DO NOT force the ballot into the Ballot Scanner, but instead allow for the Ballot Scanner to accept the ballot. <ul style="list-style-type: none"> • Insert the <i>Ballot Activation Card</i> into the top black slot. • Insert the hand marked ballot into the bottom grey slot. • Ballots can be fed into the Scanning Unit in any direction, either face up or face down, top first or bottom first.

Scanning Unit Judge Job Guide

	9. If the voter appears to be having difficulty, offer guidance but DO NOT look at or handle a voter's ballot. If the voter requests assistance alert a Chief Judge.
	10. For hand-marked ballots, the Scanning Unit's display screen will caution voters whose ballots contain contests that are overvoted . The display also lists which contest is overvoted. <ul style="list-style-type: none"> • Inform the voter that he or she has selected a greater number of candidates than allowed for a contest; • Inform the voter that the ballot can be cast as is or the voter may choose to spoil the ballot and obtain a replacement ballot; • Inform the voter that when ballots are cast with overvoted contests, no vote is recorded for that contest. All other contests, which are neither blank nor overvoted are recorded; • If a voter asks for a replacement ballot, instruct the voter to touch "Return". Alert a Voting Judge to help the voter; • If the voter chooses to cast the ballot as is, instruct the voter to touch "Cast". If the voter accidentally touches "Cast" instead of "Return", the voter is not eligible to vote again.
	11. The Scanning Unit will accept all ballots that contain undervoted contests without cautioning the voter. All selections made by the voter in undervoted contests are recorded by the Scanning Unit.
	12. The Scanning Unit will caution voters whose ballot is blank . The voter has the option to cast the blank ballot or to return to a voting booth to make selections.
	13. If the voter chooses to cast the blank ballot, instruct the voter to touch "Cast Blank Ballot".
	14. If the voter chooses to mark selections, return the voter's VAC to the voter and direct the voter to a voting booth.
	15. After the voter's ballot is scanned, the display reads <i>"Thank you for voting. Your ballot has been counted."</i>
	16. After the ballot is accepted by the Ballot Scanner, initial the Voter Authority Card and deposit the Voter Authority Card into the envelope attached to the Scanning Unit.
	17. Collect the empty privacy sleeve from the voter or instruct the voter to deposit the privacy sleeve into the privacy sleeve bin.
	18. Thank the voter for voting and direct the voter to the exit.
	Note: DO NOT allow voters to leave the polling place with a Voter Authority Card, ballot, Ballot Activation Card, or privacy sleeve.

Revised 3/16/16